



Indiana Office of
**Career & Technical
Education**

GOVERNOR'S WORKFORCE CABINET

MEMORANDUM

To: CTE Directors, Principals, Superintendents, School Counselors, CTE Instructors

From: P.J. McGrew, Executive Director Governor's Workforce Cabinet
Jerris Cross, Assistant Director of CTE – Grant Administration
Chris Deaton, Assistant Director of CTE – Performance and Accountability
Anthony Harl, Assistant Director of CTE – Programs

Date: July 1, 2020

Re: CTE Bi-Weekly Update

We would like to take this opportunity to wish everyone a Happy 4th of July Weekend. Today's update focuses on CTE funding guidance for Online and Virtual Courses that schools and districts have been inquiring about to help make decisions for this fall. We will break from our bi-weekly efforts and send out another update next Wednesday, July 8th to highlight some other exciting happenings in CTE.

New information and questions this week (indicated in red throughout the document):

- Summer Bridge Program Update
 - CTE Funding for Online and Virtual Courses
 - GEER Funding Available
 - WBL Update as a Part of a Summer Bridge Program
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Does the Governor's announcement about going to Stage 4.5 for the next two weeks and pausing the move to Stage 5 impact summer bridge programs?

No. The Governor's executive order which closed schools officially expired on July 1st. Because the executive order was not extended, schools are officially able to be open for in-person instruction. The Summer Bridge guidance meets or exceeds all Stage 4.5 requirements. School and career center sites providing summer bridge programs will not exceed the Stage 4 maximum of 250 persons. The sites will be following all protocols within the Summer Bridge guidance, which includes limiting classrooms to 50% of capacity to allow for maximum social distancing.

ISDH has continually provided updates and guidance to our CTE Working Group that developed the Summer Bridge Guidance. ISDH staff stressed in our most recent meeting the importance of individuals remaining diligent about mask wearing and social distancing during the Summer Bridge Program.



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CTE Funding Guidance for Virtual and Online Courses

The Office of CTE has been working, even prior to the pandemic, to develop more comprehensive guidance that encompasses the breadth of distance learning options that are available to schools and students. Schools being closed and having to shift to remote learning plans this spring only increased the need for current guidance to be updated. In order to help schools and career centers make decisions for this fall, we have attached an updated guidance document for the 2020-2021 school year that outlines four different formats in which CTE courses may be offered: traditional classroom, virtual, blended, or online and details the state funding eligibility for enrollments in each model.

The Office of CTE worked closely with the CTE “Back on Track” working group to develop this guidance. The working group took into consideration the guiding principles that have informed all of our decisions throughout the spring, the intended purposes for CTE funding, and the needs of schools during this unprecedented time. One driving factor for the group was that the value and benefit provided by CTE courses/programs is diminished for students who enroll and participate in courses that are offered in a manner that does not align with these principles and purposes.

State CTE course funding has always and will continue to support enrollments in CTE courses delivered through the preferred classroom course model of instruction. For the 2020-2021 school year, a limited number of approved courses will now be eligible for CTE course funding when offered in a virtual format. A list of approved virtual courses will be made available on the GWC website by July 8th. Additionally, under certain conditions, enrollments in a blended (hybrid) format will be eligible for state CTE course funding for the 2020-2021 school year. Online course enrollments will remain ineligible for state CTE course funding, unless the online course is being offered through a postsecondary institution through a dual enrollment agreement. Regardless of funding, students may still earn high school credits for completion of online courses or unapproved virtual courses.

A chart that summarizes the guidance follows on the next page. However, we encourage everyone to review the attached guidance document for a full description of each delivery method and for guidance on specific situations that have been brought up during our discussions.



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Course Delivery Method	Previous SY	2020-2021 SY (Due to COVID-19)	Future SY
Classroom Course <i>(face-to-face)</i>	Fully Funded	Fully Funded	Fully Funded
Virtual <i>(online - synchronous)</i>	Not Funded	Fully Funded <i>for approved courses</i>	Will review prior to the 2021-2022 SY
Blended (Hybrid) <i>(face-to-face/virtual)</i>	Undefined	Fully Funded <i>must meet hands-on requirements</i>	Will review prior to the 2021-2022 SY
Online Only <i>(online-asynchronous)</i>	Not Funded	Not Funded <i>unless postsec dual enrollment agreement</i>	Not Funded <i>unless postsec dual enrollment agreement</i>

Are CTE programs eligible for CARES Act Direct Grant program?

The deadline to submit applications to the IDOE for the CARES Act direct grant opportunities was June 30th. However, last week, the Governor's Office announced the availability of Emergency Education Relief Funding in collaboration with the Commission for Higher Education, State Board of Education, and Department of Education. The announcement from the DOE weekly update along with links to the application are included below.

Governor's Emergency Education Relief (GEER) Funding Available

In collaboration among IDOE, Governor's Office, the Commission for Higher Education, and the Indiana State Board of Education, the state expects to award dozens of grants through the GEER Fund to support device availability, Internet connectivity, and educator capacity. Traditional public school corporations, public charter schools, accredited non-public schools, higher education institutions, and other education-related entities are eligible to apply. The deadline is Friday, July 17. To apply, [click here](#). Questions may be sent [here](#).

Does HEA 1066 require schools to provide transportation to and from a school to CTE sites?

Based upon guidance from DOE, HEA 1066 does **not** require schools to provide transportation to and from a school to CTE sites. The bill allows the use of a special purpose bus or an appropriate vehicle, depending on the number of students, instead of a regular school bus when they are providing transportation for CTE.



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May CTE students resume work-based learning or clinical placements in order to meet hands-on, clinical, or training hours requirements?

WBL and clinical placements that are required to complete a program for dual credit or to be eligible to take a certification exam should be allowed to resume beginning July 1, 2020, as long as a student has parent permission. Students are expected to complete a school's COVID-19 safety and protocol training or a more extensive employer-required training. Students must follow employer safety protocols and school policies. Any conflicting safety measures must be reviewed and agreed upon by the employer and program coordinator prior to student placement.

If students were hired as part-time employees after WBL was suspended this spring, then the school may allow the employer to sign off on clinical hours. The sign-off should include verified hours and a skills checklist.

Are clinical or lab hours going to be waived for Cosmetology, CNA, EMS, and Firefighter I or II licensing or certifications?

The Professional Licensing Agency recently shared the following guidance regarding Cosmetology and Barbering. Distance Learning - 820 IAC 4-1-5(b): For the duration of the public health crisis, the Indiana State Board of Cosmetology and Barber Examiners has temporarily suspended 820 IAC 4-1-5(b). This suspension means that cosmetology students are **no longer required to attain their cosmetology school hours in-person at the school and may take remote programming provided by the cosmetology school.** The students are still required to attain the same amount of hours and the courses must otherwise comply with existing rules; however they are not required to be in-person for the duration of the public health crisis.

The State Board of Health shared the following reminder on their webpage in relation to CNA certification: "ISDH is aware of the concerns in regards to COVID-19 and the limited access training entities have for students to complete their clinical hours. Please remember that 16 hours of clinical may be completed in a lab environment. However, due to the health and safety of Indiana Hoosiers we are supporting facilities in the decisions they are making to keep their residents safe. We understand this may cause Training Programs to extend and postpone clinical hours completion for a period of time. We will take into consideration and not hold training entities responsible for extending the training process."

We are also following up with the Department of Homeland Security on EMS and Firefighter I and Firefighter II certifications. The only relevant update provided so far is that certifications will now be by appointment only. To schedule a time, applicants are asked to email emscertifications@dhs.in.gov or firecertifications@dhs.in.gov.

The IDHS shared that all requirements must still be completed for the EMS certification. However, due to the hospitals not allowing students at this time, students will be allowed to



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complete clinical time on ambulance rather than an emergency department. The National Registry of EMTs is allowing students to receive a provisional certification after completing the cognitive exam until they can complete their psychomotor examination. The provisional certification is good for up to 120 days.

Is it too late to submit a CTE Nonstandard Course Waiver to use the CTE Pilot, Advanced CTE College Credit, or Special Topics course?

The recommended guidance is to have waivers submitted five months prior to the start of school. Given the situation, the deadline was extended **indefinitely**. Please contact Anthony Harl at aharl1@gov.in.gov if you still need to submit or have any questions about the CTE Nonstandard Course Waiver.

What will Perkins monitoring look like in the fall of 2020?

On February 6, 2020, the Office for Civil Rights (OCR) and the Office of Career, Technical, and Adult Education (OCTAE) released a new [Memorandum of Procedures](#) (MOP) outlining updated procedures for developing a Methods of Administration (MOA) program to carry out civil rights compliance obligations required under the Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (Guidelines)(34 C.F.R. Part 100, Appendix B). The MOP rescinded previously issued guidance, specifically the original MOA Memorandum of Procedures issued in 1979 and the four "Dear Colleague" letters regarding the MOA program. All of the documents may be found [here](#).

This new guidance encourages State agencies to align their Perkins V monitoring with their MOA program monitoring in order to more effectively ensure that all students, regardless of race, color, national origin, sex or disability have equal access and opportunities to succeed in CTE programs. Harmonizing these two programs will strengthen civil rights oversight, and improve the civil rights technical assistance offered to CTE programs.

Under the new MOP, State agencies are required to submit a revised MOA plan to OCR by July 1, 2020. Pursuant to the Guidelines, State agencies will submit to OCR and OCTAE a report on MOA activities, including any findings of noncompliance, on a biennial basis. The Office of CTE is working towards completing our MOA plan in advance of the July 1 deadline and will share additional information in the future. Any questions you have regarding the MOA program can be directed to [Kathleen Ash](#), MOA Coordinator.

Please feel free to contact the Office of CTE at cte@gov.in.gov if you have additional questions or concerns.